



FOUNDATION FOR “CONFLICT RESOLUTION  
& RECONCILIATION OF DISPUTES”  
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## **Terms of Reference**

### **Position: Public Outreach Specialist**

**Title of assignment:** Update the project facebook page  
Part time position

Date: January 15<sup>th</sup>, 2018

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| <b>Project title:</b> | Juvenile Victim and Offender Support through Restorative Justice and Mediation   |
| <b>Project Date:</b>  | 1 December 2017 – 31 May 2019  |
| <b>Activity date</b>  | 23 January 2018 – 31 May 2019  |
| <b>Donor</b>          | The project is funded under the grants scheme of the project “The Civic Engagement for a Functional Judiciary System and Access to Justice in Albania”, financed by the European Union and implemented by Save the Children and the Centre of Integrated Legal Services and Practices. |

### **Background Information on the Albanian Foundation for Conflict Resolution and Reconciliation of Disputes (AFCR)**

AFCR is a non-governmental, nonprofit, non-religious, non-political organization, open for cooperation with other foundations and organizations to contribute to democratization of the Albanian society.

AFCR’s main areas of intervention are: lobbying and advocacy for establishing legal framework for mediation in Albania; establishing mediation networks in the main cities and ensuring continuous training for mediators; awareness raising and capacity building in the area of mediation, negotiation, facilitation, reconciliation, restorative justice, peer mediation in schools tailored to the needs of state institutions, civil society actors, local government and schools; provision of the mediation service in civil, family and criminal disputes.

### **Project /Action Description**

The Project “Juvenile Victim and Offender Support through Restorative Justice and Mediation” is implemented by AFRCR as part of the grants scheme of the project “The Civic Engagement for a Functional Judiciary System and Access to Justice in Albania”, financed by the European Union and implemented by Save the Children and the Centre of Integrated Legal Services and Practices.

Its main goal is to increase the access of juveniles in contact with the law to alternative measures through the application of victim-offender mediation (VOM) and restorative justice (RJ). It is focused on three main components: (i) awareness raising on diversion, restorative justice and mediation for juveniles; (ii) capacity building for juvenile justice professionals and mediators in RJ and VOM for juveniles; and (iii) provide mediation service for juveniles in contact with the law.

## **Purpose of the service**

As part of the awareness raising component and public outreach, social media will be used to promote VOM and RJ, through posting information on the AFCR's face book page (fb page) about project activities, information about RJ and VOM, information about international experience, etc. The page will be updated regularly throughout the project implementation timeframe.

The project will hire a part-time specialist to update the project fb page.

## **Tasks and responsibilities of the expert**

- Prepare information and documents to be posted on facebook;
- Liaise with the project staff about content to be posted on facebook;
- Post brief information on facebook about project activities;
- Ensure ethical/professional considerations including child safeguarding policy.

## **Responsibilities of AFCR**

- Provide with background materials in a timely manner;
- Oversee the content posted on the fb page;
- Oversee that the posts are in conformity with the child safeguarding policy;
- Facilitate access to necessary information.

**Indicative assignment date:** 23 January 2018 – 31 May 2019

**Duty station:** Tirana

**Supervisors:** Merita Bala, Project Coordinator, AFCR

## **Qualifications or Specialized Knowledge/Experience Required**

- Knowledge and experience in the area of Restorative Justice and Victim-Offender Mediation;
- Similar previous work experience in preparation of promotion materials in the area of RJ and VOM;
- Excellent written communication skills in English and Albanian.

## **Submission of application:**

Interested candidates should send their CV in English as PDF or MS Word to [mediationalb@abcmail.al](mailto:mediationalb@abcmail.al) by 19 January 2018.

Selection of the individual will be based on:

- How well the applicant meets the requirements set out in the Terms of Reference.
- Relevant experience.